

**DAILY TIME RECORD****ATUPAN, QUEEN-EVER Y.**

(NAME)

For the month of

June 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						CDO
2-THU	7:53	12:19	12:20	5:06		8hrs
3-FRI	7:55	12:04	12:05	5:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON			12:51	5:08		4hrs (VL half day)
7-TUE	7:52	12:07	12:08	5:08		8hrs
8-WED	7:50	12:08	12:10	5:07		8hrs
9-THU	8:03	12:00	12:02	5:14	3mins	7hrs 57mins
10-FRI	7:54	12:30	12:31	5:06		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:49	12:00	12:01	5:08		8hrs
14-TUE	7:51	12:20	12:21	5:43		8hrs
15-WED	7:54	12:21	12:22	5:07		8hrs
16-THU	8:07	12:26	12:28	5:13	7mins	7hrs 53mins
17-FRI	7:56	12:56	12:57	5:08		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:41	12:03	12:06	5:07		8hrs
21-TUE	7:47	12:05	12:08	5:03		8hrs
22-WED	8:01	12:00	12:03	5:07	1min	7hrs 59mins
23-THU	7:47	12:00	12:02	5:10		8hrs
24-FRI	7:29	12:08	12:10	5:05		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:32	12:39	12:40	5:12		8hrs
28-TUE	7:59	12:07	12:09	5:02		8hrs
29-WED	8:28	12:07	12:09	5:02	28mins	7hrs 32mins
30-THU						CDO

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.



**QUEEN-EVER Y. ATUPAN**

VERIFIED as to prescribed office hours

**RYSAN C. GUINOCOR**

Director

Office of the Director for Administrative Services

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